

POSTING DATE: July 21, 2006

CLOSING DATE: July 31, 2006

PUBLIC ASSISTANCE CONSULTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

The Department of Social Services Contract Administration Division is presently recruiting to fill a vacant Public Assistance Consultant position. This position is located in its Central Office, 25 Sigourney Street, Hartford, CT.

POSITION: Public Assistance Consultant

OPEN TO: Current PA Consultants and Individuals on Existing Exam List for This Title

BARGAINING UNIT: P-2 Social and Human Services

SALARY RANGE: \$61,858 - \$78,410 (SH 26)

LOCATION: Department of Social Services
25 Sigourney Street
Hartford, CT 06106

EXAMPLES OF DUTIES:

Coordinates program/policy planning, development, implementation and monitoring for a statewide program, program initiative, or project as they relate to procurement activities; leads project procurement teams or participates in program development, implementation, and monitoring procurement activities; develops budget estimates and performs cost benefit analyses; analyses; analyzes and evaluates existing and proposed programs/policies to determine feasibility and impact on quality of service; conducts trends analysis and quantitative analysis regarding program operations and fiscal issues; develops requests for proposals, selects or participates in the selection process of vendors, develops contracts, resulting from procurement activities, monitors contracts and approves payments; develops spending plans for contracted services; negotiates with federal officials and develops waivers of federal regulations for state public assistance and health care initiatives; negotiates with outside vendors and legal representatives and responds to challenges of programs criteria or process; analyzes federal and state statutes , regulations, etc. for program impact; coordinates activities of project or program staff to meet program goals and project deadlines; prepares comprehensive reports on the status of planning and program development efforts; acts as liaison with state, federal and community agencies regarding assigned programs/projects to ensure service delivery and provide problem resolution; provides technical assistance to field staff; may draft legislative proposals for agency program initiatives; may prepare draft policy or regulations and coordinate policy or regulations review process for assigned procurement areas; may conduct public hearings regarding proposed changes; may testify before legislative committees regarding agency or legislative program initiatives may provide support to staff regarding contract procurement procedures.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of professional experience in a social service program.

Special Experience:

One (1) year of the General Experience must have been in a lead or consultative capacity with responsibility for case review and evaluation and/or technical policy interpretation and implementation at the level of Eligibility Services Specialist, Social Services Lead Investigator, Social Services Program Assistance Specialist, Fair Hearings Officer, Quality Control Reviewer or Social Worker.

Substitution Allowed:

- 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.**
- 2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.**

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (Form PLD -1) and a Resume to:

**Kelly Geary, Principal Personnel Officer
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX: (860) 951-2979**

APPLICATIONS AND RESUMES MUST BE RECEIVED BY July 31, 2006

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER